

MILPERSMAN 1070-190

SIGNATURES IN SERVICE RECORDS

Responsible Office	NAVPERSCOM	Phone:	DSN	882-3406/3407
	(PERS-313C)		COM	(901) 874-3406/3407
			FAX	882-2664/2743
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

1. **Policy**. Signatures and initials in the service record are required to ensure that entries are made by proper authority and that service records are properly maintained.

2. **Signature Authority**

a. The commanding officer, executive officer, or officer in charge signs or initials all service record documents. When activities are supported by Pay/Personnel Administrative Support System (PASS), the Commanding Officer/Officer in Charge/Petty Officer in Charge/Director, Personnel Support Activity (PERSUPPACT)/Detachment (PERSUPPDET) will administer and maintain service records per MILPERSMAN 1000-010.

b. The commanding officer may grant the personnel in the grades listed below, written "By direction" authority to sign the indicated service record documents.

(1) Commissioned officers: All service record documents.

(2) Enlisted E-5 and above and civilian GS-5 and above: All service record documents except DD4, Enlistment/Reenlistment Document - Armed Forces of the United States, and NAVPERS 1070/601 (Rev. 01-00), Immediate Reenlistment Contract.

3. **Signature Requirements**. Authorized individuals must personally sign or initial entries on all service record documents at the time and in the manner prescribed in this Manual or other directives governing service record administration.

4. **Signature Specifications**. Signatures and initials must be in permanent black or blue-black ink and must be legible on all

copies. Below the signature, type the name, rank/rate/grade, and title of the individual signing the service record document.

5. **Use of Facsimile Signatures.** At the discretion of the commanding officer, facsimile signatures may be used for entries on the NAVPERS 1070/604 (Rev. 03-05), Enlisted Qualification History and accumulative entries on the NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks. Facsimile signatures shall not be used on any other document of the service record.